

October 24, 2002

Information Technology Advisory Board

ITAB Personnel Committee Charter

1.0 Authorization

The ITAB Personnel Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter.

2.0 Name

The official name of this organization is the ITAB Personnel Committee.

3.0 Purpose

The ITAB Personnel Committee (hereafter "the Committee") is established for the primary purpose of providing leadership and guidance to the ITAB in the area of personnel as it relates to information technology position classifications, recruitment and other related IT personnel issues.

3.1 Objectives

The Committee advises ITAB and other state entities regarding information technology personnel policies and issues such as IT classifications, recruitment and retention of IT staff, and other issues that may arise involving IT personnel. The Committee fosters cooperation and information sharing among state agencies. Specific objectives of the committee include:

- 3.1.1 Serve in a review and advisement capacity to the ITAB regarding IT personnel classification issues.
- 3.1.2 Serve in a review and advisement capacity to the Office of Administration Personnel Classification/Selection Services Division regarding IT personnel classification issues.
- 3.1.3 Promote best practices in the area of recruitment and retention of IT staff.
- 3.1.4 Create, review and recommend to the ITAB appropriate IT personnel policies.

4.0 Membership

4.1 Members

Representatives of the Information Technology Advisory Board member agencies are eligible for Committee membership. Members are official when the ITAB primary

member designates in writing, the primary and alternate representatives for that organization. Primary and alternate representatives must be submitted to the Committee chairperson annually.

- 4.2 A representative from the Office of Administration Personnel Classification/Selection Services Division is eligible for committee membership and appointed by the Director of the Office of Administration Personnel Classification/Selection Services Division.
- 4.3 The chairperson of the committee must be a member of the Information Technology Advisory Board (ITAB) and appointed as chairperson to the committee by the chairperson of ITAB.
- 4.4 A representative from the Office of Information Technology (OIT) will serve as an ex-officio member of the committee.

5.0 Committee Structure

5.1 Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

5.2 Subcommittees

Subcommittees may be established at the discretion of the Committee chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0 Duties and Responsibilities

6.1 Members

Members are expected to attend and participate in Committee meetings. Members are the link between the Committee and their respective agencies.

6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all Committee activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson solicits and maintains current Committee membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings. The Chairperson develops and presents Committee recommendations to the ITAB.

6.3 Office of Information Technology

A representative from the Office of Information Technology will attend Committee meetings to provide administrative support to the Chairperson. Support functions include the development and enhancement of materials established to support Committee activities.

7.0 Policy and Standards

The Committee will advise ITAB on information technology personnel issues to assist in the creation of policies and standards that enhance the IT workforce within Missouri State Government.

8.0 Meetings

- 8.1 Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).
- 8.2 The committee consists of a minimum of seven ITAB members and a quorum of those members must be present for voting purposes.

9.0 Term of Charter and Amendments

9.1 Term

This charter shall exist as written or as amended by section 9.2 until such time as the ITAB Personnel Committee is dissolved.

9.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the ITAB voting members during a meeting of a quorum of the members. An ITAB member must submit an amendment to the ITAB Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first ITAB meeting after the Chairperson is in receipt of the amendment. Amendments are voted on at the meeting following the presentation.